



Job Vacancy Notice

Job Title:	Financial Examiner I	Opening Date:	03/16/2015
Job Group/Class:	B17/1100	No. of Positions	2
Posting Number:	466-2015-013	Travel Required:	50%
Work Location:	Houston, TX	Position Type:	Full-Time
Monthly Salary:	\$3,081.34 - \$3,941.67	Closing Date:	Until Filled
Web Address:	http://www.occc.state.tx.us/pages/employment/Index.html		
Applications Accepted By:			
MAIL: Texas Office of Consumer Credit Commissioner Human Resources 2601 N. Lamar Blvd Austin, TX 78705		FAX OR E-MAIL: (512)936-7610 or Personnel@occc.texas.gov Attention: Human Resources	
Job Description			
<p>Performs entry level examinations and investigations of consumer loan companies, mortgage companies, auto finance companies, pawnshops, and persons involved in retail credit sales, credit access businesses, crafted precious metal dealers, and other regulated entities for the purpose of compliance with applicable state and federal laws. Under close supervision conducts examinations of books and records, and investigates business practices.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <ul style="list-style-type: none"> • Evaluates business records and financial transactions for compliance with statutes, rules, and regulations. • Identifies areas of progress or concern; makes recommendations; and assists in resolving problems as appropriate. • Prepares worksheets and financial tabulations of financial data from records and representations of managements. • Prepares correspondence related to the examination process; prepares comments for examination reports. • Verifies accuracy of records, work papers, and related financial statements or documents; determines proper documentation and adequate procedures; and detects and records variances. • Performs related work as assigned. <p>MINIMUM QUALIFICATIONS</p> <p>Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, economics, insurance, or a related field. Experience in the financial or lending industry preferred.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Knowledge of auditing and accounting standards and techniques of both statutory accounting principles (SAP) and generally accepted accounting principles (GAAP). • Knowledge of financial and industry terminology and practices. • Knowledge of corporate structures, businesses operating procedures, management control, and internal reporting techniques. • Knowledge of grammar, punctuation, and spelling. 			

- Proficiency in the use of word processing and spread sheet software.
- Ability to audit financial statements, reports, and forms; to apply relevant rules, regulations and statutes; and to prepare concise correspondence and reports.
- Ability to communicate effectively orally and in writing; ability to communicate with diverse groups and populations.
- Bilingual: English/Spanish preferred.

GENERAL

Classroom instruction and on-the-job training is utilized to develop proficiency in examination and to develop knowledge of applicable statutes, rules, regulations, and examination procedures.

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. ***Copies of unofficial academic transcripts must be submitted with the application.*** Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; or via fax to 512.936.7610. Applications MUST include a complete work history. Applications may be downloaded from www.occ.state.tx.us. Résumés submitted without a State of Texas application will not be considered.

For directions or to request physical accommodation, contact Human Resources at 512.936.7666 or personnel@occ.state.tx.us.

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Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Completed	03/12/2015
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